



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO. VIRGINIA 22134-5001

MCBO 1320.2A

MCB (B 184)

MCCDC (C 06)

12 Aug 98

MARINE CORPS BASE ORDER 1320.2A

From: Commanding General
To: Distribution List

Subj: TEMPORARY ADDITIONAL DUTY

Ref: (a) MCO 5050.12C
(b) MCO P1000.6F
(c) MCO P4650.37C
(d) JTR, Volume II (NOTAL)
(e) JFTR, Volume I (NOTAL)
(f) DoD 7000.14-R, Volume 9 (NOTAL)
(g) MCO 7300.18
(h) MCBO 7220.1A
(i) DoD 7000.14-R, Volume 5 (NOTAL)

Encl: (1) MCB Form 1320/1 (EF), Certificate of Exemption from State Tax on Occupancy of Hotel Room
(2) MCB Form 7200/11 (EF), Temporary Travel Order Request
(3) Information Required for Letter-Type Order or Manual DD Form 1610 (EF), Request and Authorization for TDY Travel of DoD Personnel
(4) Instructions for Preparation of Manual DD Form 1610 (EF), Request and Authorization for TDY Travel of DoD Personnel
(5) Sample Memorandum for Request for Invitational Travel Orders
(6) MCB Form 7220/7 (EF), Temporary Additional Duty Checklist for Fund Administrators
(7) MCB Form 7200/18 (EF), Electronic Funds Transfer (EFT) Request
(8) Instructions for Registration Fees/Tuitions
(9) Credit Card Procedures
(10) American Express Charge Card Automated Teller Machine (ATM) Procedures
(11) MCB Form 7200/17 (EF), TAD Checklist
(12) Basic Travel Entitlements for Temporary Additional Duty
(13) MCB Form 7200/8 (EF), Official In and Around Mileage at TAD Sites
(14) MCB Form 7200/1 (EF), Transportation Between Place of Lodging and Place of Business
(15) Messhalls Aboard MCB, Quantico

1. Purpose. To establish policy and procedures to be followed regarding TAD, regardless of the source of funding, except for nonappropriated funds.

2. Cancellation. MCBO 1320.2.

3. Summary of Revision. The JFTR, Volume I, and DoD 7000.14-R, Volume 9, were added as references for travel policies and procedures. A sample memorandum to request invitational travel orders (ITO) has been included and must be used to obtain approval for ITO's prior to executing the actual orders. Procedures on reporting nonavailability of government quarters on TAD orders (TADO) have been provided. The Certificate of Exemption from State Tax Form for commercial lodging has been added. Changes in the American Express (AMEX) Program have been incorporated in this Order. A form has been included to be used when reporting TAD mileage when utilizing a privately owned vehicle. The messhall schedule was changed extensively. Also, information has been provided on contractor ITO's and acceptance of gifts of travel from non-Federal sources. Due to the loss of the Defense Accounting Office functions at Quantico, this Order provides information on where correspondence for TAD should be sent. In addition, this revision contains minor changes, therefore, this Order should be reviewed in its entirety.

4. Background. TAD involves the expenditure of funds and, as such, must be constantly scrutinized to ensure compliance with established policy. The close cooperation of all personnel involved in the TAD process is necessary to ensure the effective and economical completion of TAD assignments. Marine Corps policy for TAD is contained in references (a) through (c); namely, travel must be essential in that the mission cannot be accomplished through any other means. Travel advances must be issued against available appropriations enacted into law. Since congressional action on appropriation acts and related continuing resolution authority has been unpredictable at the beginning of a fiscal year, travelers are cautioned to plan trips to avoid the uncertainty of funding during the period of 1 - 15 October.

5. 'Information

a. The potential for fraud, waste, or abuse of using TAD funds is significant. Therefore, strict adherence to established policy and procedures through internal management controls is the best method to achieve maximum benefit for each dollar expended.

b. TAD is primarily authorized when the anticipated travel is directly and clearly related to mission essential business which cannot be conducted by another method (e.g., official correspondence, telephone, or telefax). Occasionally, administrative travel (e.g., attendance at conferences, staff visits, etc.) may be advisable, but must be continuously monitored to ensure its frequency is kept to an absolute minimum.

c. Maximum use of government transportation, messing, and quarters significantly reduces TAD costs. If commercial lodging must be **used**, travelers will present MCB Form 1320/1 (EF), Certificate of **Exemption from State** Tax on Occupancy of Hotel Room (enclosure (1)) ,

when paying the bill. All States recognize MCB Form 1320/1 (EF) by **law** if the Federal Government is the source of payment. Therefore, it is important for travelers to utilize the government AMEX credit card. Travelers who do not have an' AMEX credit card should attempt to use MCB Form 1320/1 (EF) also, even though the states are not required to accept it when travelers use other methods of payment. Additionally, travelers need to ensure their final bill does not include state taxes. MCB Form 1320/1 (EF) is contained in enclosure (1), and all fund administrators (FA)/**recordkeepers** should ensure travelers are provided a copy and briefed on its use.

d. Funded TAD can only be performed when travel orders are authorized by the CG MCCDC or by competent authority (order writing activity) as delegated below:

(1) CG MCB (B 011).

(2) MCCDC official(s) when authority has been specifically delegated in writing by CG MCCDC.

(3) Commanding Officer, Weapons Training Battalion (WTBn) (C 468).

(4) CG's, CO's, and OIC's of tenant activities when authority has been specifically delegated in writing by the CMC.

(5) Health Care Advisor, Naval Medical Clinic (B 103) has approval authority and provisions of Marine Corps Orders do not apply since funding authority is given by the Bureau of Medicine and Surgery, Washington, DC.

e. Issuance of TADO's by authorizing officials, delineated in paragraph 5d above, is limited to personnel in support of their organizational function.

f. TADO's are issued in writing prior to departure for TAD sites; however, circumstances may arise when time limitations preclude issuance of written orders. In these rare situations, individuals may travel under competent oral authority; however, written confirmation orders must be prepared at the earliest practical time thereafter, and per instructions in reference (b).

g. The total cost estimate for all travelers on each trip determines which minimum level of authority is required to authorize the TAD. These cost estimates are derived from reference (a) and apply to MCB, MCCDC, and tenant activities as follows:

Travel/Per Diem Estimate

Authorizins Authority

\$5,000 or less

Each authority listed in
subparagraph 5d

<u>Travel/Per Diem Estimate</u>	<u>Authorizing Authority</u>
Over \$5,000, but less than \$25,000	CG MCCDC; General officer or Senior Executive Service (SES) equivalent in the tenant activities' chain of command
Between \$25,000 and \$50,000	Director, Marine Corps Staff
Over \$50,000	Assistant Commandant of the Marine Corps

h. In addition to controlled cost levels, reference (a) requires general officer or SES equivalent approval for all travel from CONUS to a foreign country and all unlimited open authorization orders (blanket travel). The CG MCCDC has approved repeat travel for HMX-1 in connection with Presidential support missions.

1. The Standard Accounting, Budgeting, and Reporting System (SABRS) Travel Subsystem provides for the automatic writing and printing of TADO's. All MCCDC FA's will use MCB Form 7200/11 (EF), Temporary Travel Order Request (enclosure (2)), and the SABRS Travel Subsystem to issue TADO's. Information for the completion of MCB Form 7200/11 (EF) is a combination of instructions for preparation of letter-type orders or manual DD Form 1610 (EF), Request and Authorization for TDY Travel of DoD Personnel, contained in enclosures (3) and (4). Instructions for inducting approved TADO's from MCB Form 7200/11 (EF) into the SABRS Travel Subsystem are contained in the SABRS User's Manual.

(1) Orisinator. The originator of TADO's will use MCB Form 7200/11 (EF) to request preparation of orders. The originator is responsible for the completeness and accuracy of all information provided.

(2) Creator. The person authorized to enter data into the SABRS Travel Subsystem is designated as the creator for TADO's. The creator will use the information provided by the originator to input the data into SABRS. Funding data should be provided to the creator by the FA/recordkeeper. Once the travel information and funding data are keyed into the Travel Subsystem, SABRS automatically generates a travel order number (TON) and standard document number (SDN).

(3) Approver. After the TADO's are keyed into SABRS, the approving official will access the SABRS Travel Subsystem to review and electronically approve the TADO's. The Military Personnel Office will then be notified to authenticate the orders. TADO's entered into SABRS citing MCCDC funding, but issued by another activity, also require authentication by the Military Personnel Officer. The approver should check the system daily to determine if there are orders which require approval.

(4) Authentication. TADO's will be electronically authenticated and printed at the Military Personnel Office with the CG MCCDC signature affixed. The Commanding Officer, WTBN will authenticate and affix the CG MCCDC signature to the orders for personnel under the command of the Commanding Officer, WTBN only. Those officials specifically authorized in writing by CG MCCDC will authenticate and affix the CG MCCDC signature to the orders for their personnel only. SABRS will not obligate funds until the Travel Subsystem is electronically instructed to do so through the authentication process.

(5) There will be times when the SABRS Travel Subsystem is not available, such as at year-end or other situations which will require the manual preparation of a DD Form 1610 (EF) or letter-type orders to be issued in order to avoid delay in travel. SABRS FA's are required to block TON's at the start of each fiscal year (1 October). The block TON's are to be used by SABRS FA's throughout the fiscal year on manually prepared DD Form 1610's (EF). Instructions for the manual completion of the DD Form 1610 (EF) and information required in letter-type orders are contained in enclosures (3) and (4). Any manually issued DD Form 1610 (EF) or letter-type orders will be processed into SABRS as soon as possible by the responsible FA.

j. Guidelines for Requestins Travel/TADO's

(1) Requests for rental cars will be included in MCB Form 7200/11 (EF) to the appropriate order writing activity identified in subparagraph 5d above at least 5 working days prior to the requested effective dates of departure. Authorization for miscellaneous expenses will also be included in MCB Form 7200/11 (EF).

(2) Requests for invitational travel (nongovernment personnel, including retirees conducting business on behalf of the United States Marine Corps), group, unlimited open authorization (blanket'travel), and limited open authorization TADO's (repeat travel; military only) will be submitted to the appropriate order writing activity by letter. In addition to TAD location and purpose, sufficient information will be gathered from each individual traveler on IT0 to complete MCB Form 7200/11 (EF) as appropriate. The four separate categories of TADO's will be issued by the order writing activity in letter format. Invitational travel is discussed in reference (d). Group travel is discussed in reference (b). Unlimited (blanket) and limited (repeat) open authorization TADO's are discussed in references (a) and (c).

(3) IT0's are only issued to civilians who are not employees of the Federal Government as described in reference (e), chapter 6. The CG MCCDC has the authority to issue IT0's in all circumstances permitted by reference (d) which involve missions or programs administered by or on behalf of MCCDC and MCB, Quantico. This authority will not be further delegated. A request for IT0 is to be

forwarded via Counsel, MCCDC for CG MCCDC approval. A Sample Memorandum for Request for ITO's is provided at enclosure (5).

(4) Contractor ITO's

(a) Issuance of ITO's for contractor personnel requires approval of both the CG MCCDC and the Administrative Contracting Officer. The preferred method of dealing with contractors is simply to treat "travel, per diem, and related costs" as a separate category for which they must estimate costs and then seek reimbursement under the contract invoice. Contractors are NOT entitled to unlimited or unreasonable travel costs; contract provisions limit their recovery to those costs permitted by the JTR (i.e., the same costs our government employees may incur). Other contract "controls" may include a requirement that all proposed travel be approved in advance by the contracting officer.

(b) Use of ITO's for contractors started when military activities required immediate on-site assistance either afloat or in remote outside CONUS sites with tough restrictions on access by non-DoD civilians. It was a means of quickly filling the military's need for expertise unavailable in-house while ensuring that top quality civilians had some measure of physical security. It also allowed for greater control of the employees' activities aboard sensitive installations and afforded the military a means of ejecting problem personnel quickly. For example, use of an ITO to secure contractor support afloat or at a site accessible only or primarily by military transportation remains not only proper but eminently reasonable. In contrast, use of an ITO for routine contractor travel to Norfolk, while not patently improper, hardly merits the attention of the Marine Corps most senior leadership.

(5) Guidance on Gifts of Travel. Reference (d), chapter 60, part W, implements 31 U.S.C., Section 1353. This authorizes executive agencies to accept payment for travel, subsistence, and related expenses from non-Federal sources in connection with employee attendance at certain meetings or functions. Both the statute and 41 C.F.R. 304-1 impose a separate reporting requirement for any payments or in kind support in excess of \$250. The following determinations must be made and documented in writing and approved by the order writing authority:

(a) The event takes place away from the normal place of duty.

(b) Travel is directly related to official duties.

(c) Payment is from a non-Federal source that is not disqualified on conflict of interest grounds.

(d) The payment is within the acceptance authority of the order writing authority for acceptance of gifts.

(e) In addition, the CMC has directed that authority to accept gifts of travel be used judiciously and only when an individual is traveling or attending an event as the official representative of the CMC. Requests for acceptance of gifts of travel should be prepared in memorandum format. Include complete background information on the nature of the event, identification of the proposed **sponsor**, and an estimate of all the associated costs. Forward via Counsel, MCCDC for approval by the CG MCB or the CG MCCDC, **as** appropriate.

(6) Modifications to TADO's will be accomplished per reference (f). If the approving official has signed either Block 27 of the DD Form 1351-2 or Block 22a of the DD Form 1351, modification is not required. However, if Blocks 27 or 22a are not signed, the following procedures are required:

(a) If prior to departure of traveler, SABRS TADO's will be canceled and reissued, manual DD Form 1610 (EF) or letter-type orders will be resubmitted, provided advance of per diem/travel has not been paid to the traveler. If advance of per diem has been paid to the traveler, a modification of orders will be requested.

(b) If after departure of traveler, another MCB Form 7200/11 (EF) for SABRS TADO's will be issued or a manual DD Form 1610 (EF) will be submitted showing the word "modification" in block 7. The date and identifying information will be inserted in blocks 1-5 and the remaining blocks that are to be modified (e.g., if the date of departure changes, blocks 10b and 11 should be changed) will be completed. Reasons for modifications that are not self-explanatory may be inserted in block 16. MCB Form 7200/11 (EF) will be attached to SABRS TADO's or to the modified DD Form 1610 (EF), if applicable. Each modification after authentication will become part of the original TADO. Modifications to TADO's will be sent to TAD sites by message if circumstances warrant immediate notification of traveler.

(c) Pen and ink changes may be made to dates not affecting reimbursement. Changes to reporting dates, number of days leave authorized, etc., must be made by modification or endorsement to orders, as appropriate.

(d) Verbal modification to TADO's must be subsequently confirmed in writing. Such modification will be issued by endorsement as soon as possible and per instructions in reference (b).

(7) The order writing activity is required to obtain a nonavailability confirmation number at each military installation TAD site when applicable, as discussed in references (d) and (e). The order writing activity should prescribe the appropriate meal rate per references (d) and (e). MCB Form 7200/11 (EF) will be submitted to the authorizing official prior to SABRS TADO's or manual DD Form 1610 (EF)/letter form orders being executed when use of government

quarters and messing at the military installation TAD site would adversely affect the traveler's performance of duties. The nonutilization of government quarters and/or messing should be authorized in the TADO's. Indicate in the "Additional Remarks" block of MCB Form 7200/11 (EF) the nonavailability statement and nonavailability confirmation number. If TAD site is at a location other than a military installation, indicate in the "Additional Remarks" block of MCB Form 7200/11 (EF) that no government facilities are locally available.

(8) Verbal Orders. At times, due to the urgency of the travel involved, it is not possible to issue written TADO's prior to commencement of the travel. However, verbal orders must be subsequently confirmed in writing by competent authority, giving the date of the verbal order and approval so as to meet all the requirements for written orders. Reference (b) applies.

(9) The nine elements of accounting data will be included on all TADO's and message type orders funded by the Marine Corps. One separate TON is required for each traveler and should appear as element eight within the nine elements of accounting data. SABRS TADO's are automatically assigned the nine elements of accounting data, a SABRS TON, and an SDN. Reference (g) requires that an SDN and an Accounting Classification Reference Number (ACRN) be assigned to each set of TADO's. Costing data required by the Defense Finance and Accounting Service-Kansas City Center (DFAS-KCC) for transportation requests and other expenses will be entered in block 16 of the manual DD Form 1610 (EF) as described in enclosure (4). Assigned costing data for travel to designate cost category will be used appropriately. When TAD starts in one fiscal year and ends in another, a separate TON/document number/cost code will be entered for each fiscal year. Transportation requests will be charged to the fiscal year in which travel commences.

(10) MCB Form 7220/7 (EF), TAD Checklist for FA's (enclosure (6)), will be utilized and retained by the FA to assist with internal TAD control procedures.

(11) A copy of TADO's for military personnel will be provided to the appropriate battalion/company to support appropriate unit diary entries.

(12) Names and sample signatures will be submitted to the appropriate order writing activity for each person authorized to sign TADO's. Such authorizations should be kept to an absolute minimum. Persons below branch head or organizational/battalion executive officer levels are not authorized to approve TAD trips. SABRS security requires the User ID Number and name of the requesters and approvers in order to create and approve SABRS TADO's. The User ID Numbers/names will be provided to the Head, Accounting Liaison Branch, Comptroller Division. Authorizations/sample signatures will be kept current for control purposes (see paragraph 6a(2)).

k. Travel claims will be completed and submitted to the Finance Officer, Finance Branch, Comptroller Division, for computation of allowances, audit, and settlement via the FA. A work address will be provided, as applicable, and a work phone number for the traveler, as well **as** a phone number of the cognizant FA. The standard payment method for advances and settlements will be by MCB Form 7200/18 (EF), Electronic Funds Transfer Request (enclosure (7)). All travel payments to Marines will be made to their direct deposit account. Marines who desire this should never submit an MCB Form 7200/18 (EF). Marines who want payments made to another account and all civilian travelers must submit an MCB Form 7200/18 (EF) with their first TADO or travel claim. This account will be used for all future payments unless the traveler notifies the Finance Branch. At that time, another MCB Form 7200/18 (EF) must be submitted indicating the change in the account. The MCB Form 7200/18 (EF) must have an original signature. Unless circumstances dictate otherwise, advances and travel settlements will be paid by direct deposit to a financial institution designated by the traveler.

l. Transportation in Connection with TAD Overseas. When personnel (civilian or military) are directed to perform TAD at an overseas activity, a port call request, as outlined in reference (b), will be immediately submitted by the activity head. Commercial air transportation shall not be authorized in the TADO's unless the nonavailability of Air Mobility Command (AMC) flights has been verified. The use of commercial air shall not take precedence over the availability of AMC flights, unless specifically authorized in writing by the CG MCB (B 011). TADO's will include the following statement: "Travel via government transportation is directed outside the United States, when available; otherwise, commercial air transportation is authorized. Transportation Priority II is certified for travel via government aircraft."

m. Payment of Registration/Conference Fees/Tuitions

(1) Payment can be accomplished several ways:

(a) Advance payment by DFAS-KCC directly to the training activity.

(b) Advance payment to the traveler for forwarding to the training/conference activity at time of registration.

(c) Payment included with advances of per diem for payment to training/conference activity at time of registration.

(d) Direct billing from the training/conference activity to the government for payment after completion of training/conference.

(e) Payment by the traveler with no advance, but full reimbursement upon settlement of travel claim.

(2) Instructions for Registration Fees/Tuitions (enclosure (8)) contains detailed information on the payment of, and restrictions regarding, registration and conference fees.

n. Guidelines for Approval of Rental Cars. Use of a rental car and request for miscellaneous expenses must be approved on MCB Form 7200/11 (EF). The use of a rental car will be approved only when it is determined essential to accomplishment of the mission and at the lowest cost to the government. A rental car which is preapproved and funded by another command need not be approved locally. The necessity of each mission will be carefully weighed before authorizing or approving the use of a rental car. The use of the lowest cost rental car will be authorized or approved only when it is determined that other government or commercial transportation is not more advantageous to the government. To determine this, a cost comparison should be completed between the estimated daily cost of transportation (taxi, bus, train) and the daily cost of the lowest cost rental car (General Services Administration contract or commercial) at the TAD site. Personal preference or minor inconvenience will not be the sole basis for authorizing or approving the use of the lowest cost rental car. Unless circumstances dictate otherwise, only one rental car will be authorized to transport up to four individuals per single location. Signature of the approving official on MCB Form 7200/11 (EF) authorizes the use of a rental car and miscellaneous expenses.

o. Credit Card Procedures Credit Card Procedures at enclosure (9) contains information on credit cards required by government travelers and sets forth responsibilities for the Finance Branch, the FA's, and the traveler in regard to the credit card and travel advances.

p. Automated Teller Machine (ATM) Procedures. American Express Charge Card ATM Procedures at enclosure (10) contains information on drawing travel advances using the ATM. Further, enclosure (10) has important telephone numbers for assistance, procedures for lost credit cards, and miscellaneous information.

q. Generally, reimbursement for expenses incident to official business within and adjacent to MCB, Quantico is limited to mileage and associated expenses (e.g., parking fees, bridge tolls, etc.) Reference (h) provides specific guidance.

6. Concurrence. This Order has been coordinated with and concurred in by the CG MCCDC.

7. Action

a. Activity Heads

(1) Process requests for TAD per this Order.

(2) Designate, in writing, those individuals authorized to approve expenditures of TAD funds and provide to the appropriate

order writing authority identified in subparagraph 5d. Provide in writing the User ID Numbers/names of SABRS requesters and approvers of TADO's. See subparagraph 5j (12).

(3) Designate, in writing, - unit/section representatives responsible for travel voucher matters, along with authorization permitting the pickup of completed claims and checks. To the extent possible, fiscal officers, with fiscal clerks as an alternate and/or FA's, should be designated as unit/section representatives. The duties of the unit/section representatives are as follows:

(a) Assist travelers in completion of all TAD travel vouchers and requests for travel advances (MCB Form 7220/7 (EF) at enclosure (6); Credit Card Procedures at enclosure (9); and MCB Form 7200/17 (EF), TAD Checklist, at enclosure (11)).

(b) Submit two copies of orders to the Finance Officer, Financial Branch, Comptroller Division, at least 5 working days prior to the date of departure for travel advance requests.

(c) Complete travel claims per references (c) and (f) and MCB Form 7200/17 (EF) at enclosure (11); Basic Travel Entitlements for TAD at enclosure (12); and when applicable, MCB Form 7200/8 (EF), Official In and Around Mileage at TAD Sites, at enclosure (13); and MCB Form 7200/1 (EF), Transportation Between Place of Lodging and Place of Business, at enclosure (14).

(d) Attach two copies of all orders and endorsements, and original and one copy of receipts to the travel claim. All receipts less than 8 1/2 by 11 inches in size will be taped to a 8 1/2 by 11 inch paper and the paper(s) will be attached to the claim. Do not **staple** receipts directly to the travel claim or use staples to affix receipts to the paper.

(e) Deliver and pickup claims/requests for advances/settlements from the Finance Officer, Finance Branch, Comptroller Division, on a daily basis.

(f) Establish control procedures to track the submission and return of travel claims, eliminating direct contact between the individual traveler and the Finance Officer, Finance Branch, Comptroller Division, as much as possible.

(4) Designate an individual as the Credit Card Activity Coordinator for their activity. The Credit Card Activity Coordinator will be tasked to provide credit card application forms for enrollment in the AMEX Program and any other information concerning the program. Also, this individual will obtain Personal ID Numbers (PIN) for individuals enrolling in the AMEX Program.

(5) Provide the CG MCCDC (B 18) a list of unit/section representatives by name, organization (section), location, and phone number upon assignment and thereafter as changes occur.

12 Aug 98

(6) Provide designated representatives a means of securing checks, to which only that representative maintains a combination or key. Chapter 3 of reference (i) applies.

(7) Institute a control system to ensure that the TON and related data are entered into SABRS via the organizational fiscal officer/clerk. Further, ensure that the traveler has submitted a travel voucher for settlement of any travel advance paid on a prior set of orders before a new set of travel orders are issued, operational necessity excepted.

(8) Initiate a request, in writing, to the Finance Officer, Finance Branch, Comptroller Division, when military and civilian travelers' claims have not been settled 10 working days after receipt by the Finance Branch.

(9) Monitor the monthly report of outstanding travel advances (OTA). All travelers with OTA's in excess of 30 days will submit a DD Form 1351-2 (EF), Travel Voucher or Subvoucher, to the Finance Officer, Finance Branch, Comptroller Division, via appropriate channels, within 3 working days of notification.

(10) Provide the Finance Officer, Finance Branch, Comptroller Division, with a written explanation of any traveler whose name appears on a 30, 60, or 90-day OTA listing who should not have their pay checked.

(11) Conduct monthly reviews of travel orders to ensure that money amounts authorized for travel are reasonable and not in excess of the amount required to accomplish the mission.

(12) Provide documentation for appropriate unit diary entries pertaining to military personnel.

(13) Comply with instructions concerning registration fees/tuitions (see enclosure (8)).

(14) Ensure that billeting, messing, and transportation facilities at MCB are used by personnel on TAD at Quantico to the maximum extent practicable. Order writing activities, as delineated in paragraph 5d, will not endorse travel orders with nonavailability of quarters, messing, or transportation facilities until verification of those facilities has been achieved. The MCB Bachelor Housing Officer has cognizance over all bachelor housing facilities. For messhalls aboard MCB, see enclosure (15).

b. CG MCB/Commanding Officer, WTBn/Other Authorized Officials. The CG MCB will act **as** TADO authorizing official for the CG MCCDC and process TAD requests which are in compliance with this Order. Return those requests not in compliance, together with recommendations, to facilitate corrections and resubmission. Affix and authenticate the appropriate facsimile signature in the appropriate signature block of each TADO or letter-type order, which is in compliance with this

Order. The Commanding Officer, WTBn, is authorized to affix and authenticate the CG MCCDC facsimile signature to travel orders issued under the title of Commanding Officer, WTBn, only, and in compliance with this Order. Those officials specifically authorized in writing by the CG MCCDC are authorized to affix and authenticate the CG MCCDC facsimile signature to travel orders issued under their title, only, and in compliance with this Order.

c. Director, Logistics Division (Traffic Management Officer)

(1) Ensure that all transportation requests/travel endorsements issued in conjunction with TADO's contain the required nine elements of accounting data.

(2) Ensure that all transportation requests issued in conjunction with TADO's cite the TON. When more than one traveler is cited on a transportation request, ensure that all applicable TON's are included with a breakdown of monies charged to each TON.

(3) Provide DFAS-KCC with a copy of each invoice issued in conjunction with TADO's.

d. Director, Comptroller Division

(1) Finance Officer, Finance Branch

(a) Comply with the procedures contained in enclosure (9).

(b) Personnel, GS-9/E-6 and above, will utilize their government issued charge card to obtain advances at ATM machines. ATM machine advances may not be drawn more than 5 days prior to travel. If, due to mission requirements, an ATM machine cannot be used, the orders should authorize an advance from the Finance Branch. Personnel, GS-8/E-5 and below, will normally obtain travel advances from the Finance Branch. The Finance Branch will not make travel advances of less than \$100. However, authorizing officials delineated in paragraph 5d may authorize exceptions in writing if the traveler will experience severe hardship.

(c) Restrict payment of TAD travel advances to not earlier than 10 working days before commencement of travel, extenuating circumstances excepted.

(d) Notify travelers of any excess travel advance upon receipt of their settling their TADO's via notice on their Leave and Earnings Statement.

(e) Return TADO's to the unit representative when all nine required elements of accounting data are not shown on the orders, or are incorrect, including SDN's and ACRN's.

(f) Use transaction type "1K" for TAD travel advances and transaction type "2D" for TAD travel settlements.

(g) Settle travel claims within 5 working days of receipt.

(h) Forward a legible copy of all travel advances **and** settlement vouchers to DFAS-KCC. This may be accomplished via microfilm.

(i) Recoup travel advances when notified that orders have been canceled or modified,

(j) Schedule/conduct training sessions for unit/section representatives.

(k) Establish central pickup and dropoff points pertaining to travel voucher matters.

(l) Maintain a current listing of authorizing unit/section representatives.

(m) Take appropriate action on noncompliance with the provisions of this Order.

(n) Take appropriate action to check the pay account of any Marine who has an OTA appearing on the FA's 60-day report and not justified by the Marine's commanding officer/FA.

(o) Take appropriate action to check the salary of any employee who has an OTA appearing on the FA's 60-day report and not justified by the employee's commanding officer/FA.

(2) Head, Accountants Liaison Branch, Comptroller Division. Prepare a monthly report of OTA's which cites the age of the outstanding advances in increments of 30, 60, and 90 days for distribution to the applicable FA's.

(3) Head, Resource Evaluation and Analysis Branch, Comptroller Division. Ensure, by periodic audit, that FA's have sufficient memorandum files or logs to carry out the responsibilities of subparagraph 7a of this Order.

e. Traveler

(1) Submit requests for travel advances to the Finance Officer, Finance Branch, Comptroller Division, at least 5 working days prior to commencement of travel.

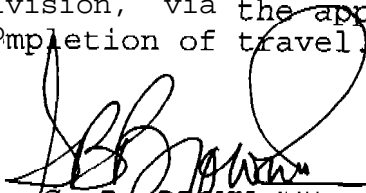
(2) Notify the approving official when in possession of a credit card for use on official travel.

(3) Comply with the procedures contained in enclosures (9) and (10).

(4) Comply with all provision-s of travel ~~orders~~, obtaining the necessary endorsements (reporting, quarters, ~~messaging~~, etc.) at the TAD site(s).

(5) Provide the FA all d~~ocumentation~~ of travel advances and settlements within 3 working days after return.

(6) Submit a settlement of travel to the Finance Officer, Finance Branch, Comptroller Division, via the appropriate channel within 5 working days after completion of travel.



G. B. BROWN III
Chief of Staff

DISTRIBUTION: A plus 11 (10)

UNITED STATES MARINE CORPS
MARINE CORPS BASE
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5000

**CERTIFICATE OF EXEMPTION
FROM STATE TAX ON OCCUPANCY OF HOTEL ROOM**

Name of Motel/Hotel

City, State, and Zip

Date(s) of Occupancy

This is to certify that I, the undersigned, am a representative of the Department of the Navy, and that transient lodging charges incurred in the performance of my official duties as an employee of the United States Navy/United States Marine Corps are exempt from the imposition of State sales/use tax. Accordingly, it is requested that these transient lodging charges be exempted from said tax.

Date

Federal Employee's Signature

Title

This establishment will honor the above Federal agency's tax exempt request.

Signature of Motel/Hotel Official

Title

TON: MOO00

T O O

E

C

TEMPORARY TRAVEL ORDER REQUEST

NAME: (LAST, FIRST, INIT)

SSN

POSITION TITLE AND RATING

OFFICIAL STATION :

ORGANIZATION ELEMENT TELE: SCLR: FY: M/C:

PURPOSE CD: STD DOC NO: TYPE OF ORDERS:

APPROX DAYS TAD: POA: DOC TC: ITIN WAR AUTH:

DEPART FROM: TERMINATE T:

STOPPING AT:

COMMERCIAL
RAIL/AIR/BUS/SHIP
- 1 - 1 - 1 - 1 -GOVERNMENT
AIR/VEH/SHIP
- 1 -PRV AUTH
CONS MORE ADVANTAGOVERSEAS
BY TRAN OFFOTHER
PER DIEM

PER-DIEM: \$ GOV'TR: OTHER TRAVEL: \$ MISC: \$

ADVANCE: ☐ YES ☐ NO RENTAL CAR: ☐ YES ☐ NO REMARKS:

ADDITIONAL REMARKS:

BUDGET LINE: \$ POV MILES: JON:

GOV'T QTRS: ☐ ☐ ☐ ☐GOV'T MESS: ☐ YES ☐ NO

TRAINING/CONFERENCE FEES \$ TAXI \$ TOLL \$

	AAC	FA	WC	FC	ocsoc	CAC	BRC	LOCAL	RON	RBC
CUSTOMER ID CODE	MOO00	-			21					

MULTI-YEAR: MULTI-SPONSOR: R-OFF: (SABRS ONLY) A-OFF: (SABRS ONLY)

OTHER SPONSOR DOC #:

REQUESTING TRAVELER

APPROVING OFFICIAL

**INFORMATION REQUIRED FOR LETTER-TYPE ORDER
OR MANUAL DD FORM 1610 (EF),
REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL**

If a **TAD** request cannot be entered into the Standard Accounting, Budgeting, and Reporting System for automatic writing and printing, letter-type orders or a manually prepared DD Form 1610 (EF), Request and Authorization for TDY Travel of DOD Personnel, will be utilized for all military and civilian personnel performing funded TAD. The following information must be included in all letter-type or manually prepared DD Form 1610 (EF) orders:

1. Identification information of traveler.
2. All pertinent information on the TAD trip, to include itinerary, destination, mode, dates of travel, and miscellaneous authorizations (i.e., rental car, registration fees).
3. Duration and daily cost of lodging, if known.
4. If circumstances prevent the use of a credit card, include the statement "Finance Branch advance authorized."
5. If use of a rental car is authorized, the daily rental car fee.
6. Estimate of out-of-pocket miscellaneous expenses (i.e., cost of taxis, tolls, parking, etc.)
7. Breakdown of registration fee, to include meals and lodging costs.
8. If TAD is at a military installation, indicate **that use** of government quarters and messing is directed, if available. Include the daily service charge at the BOQ/BEQ, if known.
9. If TAD is at a military installation and it is known prior to departure that BOQ/BEQ and/or messing facilities are not available, include ,a nonavailability statement and confirmation number, e.g., "Government quarters and/or messing not available (confirmation number)," in the orders. The confirmation number can be obtained by contacting the billeting office at the government TAD site to confirm nonavailability. If the billeting office does not have the capability to give a confirmation number, then the date the attempt to acquire reservations was made, the phone number, and point of contact at the billeting office will be used, e.g., "Government quarters and/or messing not available (title/name/phone/date)." JTR, Volume II and JFTR, Volume I apply. If TAD is at a location other than a military installation, indicate that no government facilities are locally available.

ENCLOSURE (3)

12 Aug 98

10. Statement: "Submit completed travel claim to the servicing finance office within 5 working days after completing this travel. Failure to do so will result in deduction of travel advances received on these orders from your pay."

11. The applicable category of travel code will be identified. Further discussion is addressed per instruction for DD Form 1610 (EF) in enclosure (3).

12. Statement: "Travel meets all criteria contained in SecDef Memo of 18 Jan 82."

13. The travel order number will be cited on all travel requests. Costing data required by the Defense Finance and Accounting Service-Kansas City Center will be cited on all Standard Form (SF) 1169's, Transportation Requests, and other related expenses.

14. If traveler is assigned TAD for more than 30 days, use this statement: "Payment of a travel advance beyond the first 30-day period is not authorized. Submit a completed travel claim to the servicing finance office nearest the TAD site at the end of each 30-day period to receive additional advance(s)."

ENCLOSURE (3)

INSTRUCTIONS FOR PREPARATION OF MANUAL DD FORM 1610 (EF),
REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL

Manual DD Form 1610 (EF) will be completed as follows:

Block 1: Date of request.

Block 2: Enter name and social security number.

Block 3: Position title and grade/rating of traveler.

Block 4: Enter name and location of permanent duty station
(e.g., HQCO, HQSVCBn, MCB, Quantico, VA).

Block 5: Enter organization and code to which traveler is
assigned (e.g., Manpower Division (B 011)).

Block 6: Enter the area code and telephone number of the
traveler.

Block 7: Enter applicable type.

Block 8: Enter the highest degree of security clearance required
for the period of temporary additional duty (TAD) (i.e.,
TOP SECRET, SECRET, or CONFIDENTIAL). Enter "not
required," if applicable.

Block 9: Using the guidelines below, enter the applicable
category of travel code, purpose, and specific reason
for TAD (include opening and closing dates of training
sessions, conferences, and other professional enhanced
programs).

Category of

<u>Travel Code</u>	<u>Purpose</u>	<u>Definition</u>
--------------------	----------------	-------------------

D1	Site Visit	Visit to a particular site in order to personally perform operational managerial activities (e.g., oversee programs, grants, operations, or management activities for internal control purposes); carry out an audit, inspection, or repair activity; conduct negotiations; provide instructions; provide technical assistance.
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ENCLOSURE (4)

<u>Category of</u>	<u>Travel Code</u>	<u>Purpose</u>	<u>Definition</u>
	D2	Information Meeting	Attend a meeting to discuss general agency operation, review status reports, or discuss topics of general interest. (Note: If a site visit was conducted as part of the same trip, consider the entire trip to be a site visit.)
	D3	Training Attendance	To receive training.
	D4	Speech or Presentation	To give a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
	D5	Conference Attendance	To attend a conference, convention, seminar, or symposium for purposes of observation or education only, with no formal role in the proceedings.
	D6	Exercises	Special exercises for training purposes.
	D7	Entitlement Travel	Travel to which an employee (or dependent) is entitled as a result of an assignment, official vacation or home leave, medical emergency, or education travel.
	D8	Special Mission	To carry out a special agency mission (e.g., noncombat movements such as unit deployment), provide security to a person or a shipment (such as diplomatic pouch), move witnesses from residence to other locations, or cover travel by federal beneficiaries and other nonemployees.
	D9	Other Travel	Travel for reasons/purposes which are not shown in one of the above eight categories.

Block 10a: Include days required to be at the TAD point plus no more than 2 days travel time for all TAD in CONUS (excluding Hawaii and Alaska--1 day going to and 1 day returning from the TAD point) . Do not include any time charged as leave (i.e., authorized leave and/or travel at the convenience of the traveler).

ENCLOSURE (4)

- Block 10b: Enter the date that official travel will begin,
- Block 11: Enter in order: Starting place, place(s) TAD will be performed, and the place TAD terminates (usually same as starting place). If it is expected that the traveler may have to vary from a prescribed itinerary to accomplish the assigned mission, indicate by an "X" in the block provided "variation authorized." The purpose of the TAD trip and places to be visited are generally known prior to departure. Therefore, variation in an itinerary would rarely be necessary and should not be substituted for inadequate advance planning. When "variation authorized" is considered necessary, written justification must be attached to the request for travel. Request for annual leave in conjunction with TAD will be entered in this block. Indicate the daily cost of commercial lodging or daily lodging or daily service charge if government quarters are utilized, if known.
- Block 12: For travel in the continental limits of the U.S., enter in the appropriate block(s) the mode(s) of travel to be utilized. If privately owned conveyance will be utilized, state the appropriate rate per mile (JTR, Volume II and JFTR, Volume I apply). All travel performed outside the limits of CONUS must be determined by the appropriate transportation officer. Submit a port call request per MCO P4650.37).
- Block 13: When the rates prescribed in the JTR and the JFTR are to be authorized, check the block "Per Diem Authorized per JTR" and make no further entries in this block. If the reduced rate or special per diem rate has been approved, check the lower block and enter the applicable rate.
- Block 14: Dollar amounts that exceed \$5,000 will be approved by higher headquarters; MCO 5050.12 applies. Per trip dollar limitations shown in subparagraph 5g of the basic Order applies to the total event, not an individual traveler.
- Block 15: Leave blank.
- Block 16: Leave blank on orders requiring CG MCCDC approval, except entries permitted on modifications. Special authorizations will be entered in this block by the order writing activity after a review of supplemental statements containing justification (e.g., rental car, etc.) Activities identified in subparagraph 5d of the basic Order will ensure the statements "Travel meets all

ENCLOSURE (4)

criteria contained in SecDef Memo of 18 Jan 82" and "Travel order number will be cited on all travel requests, costing data required by the Defense Finance and Accounting Service-Kansas City Center (DFAS-KCC), for transportation requests and other related expenses." Additionally, the order writing activity will include a statement identifying whether registration fees do/do not include meals or lodging. If circumstances prevent the use of the charge card to charge lodging and/or car rental expenses, include the statement "Charge card cannot be used." (If the charge card cannot be used for a portion of the TAD trip, specify which conditions or what expenses cannot be charged by including the phrase "On _____ portion of TAD trip" at the end of the statement.)

Block 17: Signature, typed name, and title of traveler.

Block 18: Signature, typed name, and title of approving official. The approving official is the individual authorized to expend funds indicated under block 19 or designated representative.

Block 19: To be filled in by the requesting activity. This block will also be used to record cost data required by DFAS-KCC.

Blocks 20, 21, and 22: Leave blank. To be filled in by the authorizing official.

Authorizing activities (see subparagraph 5d of this Order) will ensure that a standard statement is included on all TAD orders citing the requirement of the traveler to file a travel claim within 5 working days, that failure to do so **may** result in a deduction from the traveler's regular pay, and that disciplinary action may be initiated,

SAMPLE MEMORANDUM FOR REQUEST FOR INVITATIONAL TRAVEL ORDERS

7000
(Code)
(Date)

MEMORANDUM

From: Director (Division)
To: Commanding General, Marine Corps Combat Development Command
Subj: REQUEST FOR INVITATIONAL TRAVEL ORDERS

1. It is requested that Invitational Travel Orders be authorized for (name of traveler). These orders are to be provided to (Division) for presentation to Traffic Management Office/Finance Office. They are needed for reimbursement of travel costs, lodging, and meals and incidentals incurred during (name of traveler) upcoming visit to the (reason for visit) hosted by this Division on (date).

2. The following information is furnished in connection with the above request:

DO NOT MAIL

- a. Name/SSN/Address
- b. Audience
- c. Date of Visit
- d. Date of Delivery
- e. Place from which lecturer must travel
- f. Mode of travel
- g. Subject of Lecture
- h. Cost of ITO: Per Diem _____ Travel _____ Other _____ Misc _____
Total _____
- i. Charge to (indicate 'what account trip will be charged to)
- j. Military/Gov Employee/Civilian

(Name)
By direction

MCBO 1320.2A
12 Aug 98

For Decision by the Commandins General of Marine Corps Combat
Development Command:

Counsel, MCCDC	ITO	Concur _____	Nonconcur _____
Date _____			
CG MCCDC	ITO	Approve _____	Disapprove _____

ENCLOSURE (5)

TEMPORARY ADDITIONAL DUTY (TAD) CHECKLIST FOR FUND ADMINISTRATORS

	<u>YES</u>	<u>NO</u>
1. Have the objectives of this proposed official trip been clearly established and delineated?	_____	_____
2. Do the objectives relate directly toward achievement of mission?	_____	_____
3. Can the purpose of this temporary additional duty (TAD) trip be accomplished by telephone, message, or letter?	_____	_____
4. Are TAD funds available for this trip?	_____	_____
5. Is the proposed TAD authorization completed per enclosure (3) to MCBO 1320.2A?	_____	_____
6. Will maximum use of government quarters, messing, and transportation be utilized?	_____	_____
7. If government quarters and messing are not available, has a nonavailability statement and confirmation number been included in the orders?	_____	_____
8. Has traveler been provided MCB Form 1320/1, Certificate of Exemption from State Tax on Occupancy of Hotel Room, if utilizing commercial lodging?	_____	_____
9. Can the number of travelers on this trip be reduced?	_____	_____
10. Can the duration of this TAD trip be reduced?	_____	_____
11. Is the mode of travel selected the most satisfactory to accomplish the mission at the lowest overall cost?	_____	_____
12. If rental car is requested, has justification been submitted to include a cost comparison between alternate means of transportation?	_____	_____
13. Has the traveler been instructed to settle travel expenses with the Finance Officer within five working days of return of duty?	_____	_____
14. Has traveler been provided MCB Form 7200118, Electronic Funds Transfer Request, with their first order or travel claim?	_____	_____
<p>I have reviewed the TAD orders. I verify/certify the information and statements in Travel Order or DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel, is accurate, and each projected expenditure stated is necessary to properly fulfill a mission requirement. I have read and understand the contents of MCBO 1320.2A.</p>		
<p>_____ Signature of Traveler/Requesting Official</p>		<p>_____ Signature of Approving Official</p>

[illegible]

Routing Number:

MC9 FORM 7200118 REV. FEBRUARY 1997 (EF)

INSTRUCTIONS FOR REGISTRATION FEES/TUITIONS

1. The method of payment for subject fees is normally the option of the traveler, except in those **cases** where advance payment is either required by the training/conference activity or a discount is offered for payment in advance. It is important to note that any payment made prior to completion of the training/conference is an advance and must be paid under transaction type code **1K**, with settlement action required upon completion of the training/conference. Under no circumstances can a payment made prior to the completion of the training/conference be charged to transaction code **2D**.

2. When advance payment by the Defense Finance and Accounting Service-Kansas City Center (DFAS-KCC) is made directly to the training/conference activity, a completed and approved DD Form 1556 (EF), Request, Authorization, Agreement, Certification of Training and Reimbursement, with a copy of the training/conference solicitation, is required. The following applies:

a. The fund administrator will forward to DFAS-KCC the green copy 6 or 7, as appropriate.

b. Block 47 of the green copy 6 or 7 on the DD Form 1556 (EF) will be endorsed identifying the training/conference facility by name and address and indicating the amount to be advanced.

c. A payment voucher, NAVCOMPT Form 2277 (EF), Voucher for Disbursement and/or Collection, will be forwarded to DFAS-KCC.

d. The chargeable accounting data will be cited on both the DD Form 1556 (EF) and the completed NAVCOMPT Form 2277 (EF).

e. Transaction type code **1K** will be used.

f. Requests for payment of advances for more than one traveler may be submitted to DFAS-KCC on one payment voucher. However, each name listed requires a separate line of appropriation data indicating the cost code for each individual.

3. Advance payment to the traveler for forwarding to the training/conference activity. The traveler has the option of using travel orders to substantiate the advance in lieu of DD Form 1556 (EF). When travel orders are utilized, payment by check is made by the Finance Branch, Comptroller Division, payable to the traveler.

4. Direct billing from the training/conference activity to the government for payment after completion of the training. Upon completion of the training and receipt of the invoice from the training facility, the FA will ensure Blocks 45 and 46 are completed and authorized signatures obtained. The training facility name and complete address must be listed in Block 46d. The FA will then

ENCLOSURE (8)

prepare a NAVCOMPT Form 2277 (EF). Forward the NAVCOMPT Form 2277 (EF)', the green copy 6 or 7 of the DD Form 1556 (EF), and the invoice to DFAS-KCC for payment.

5. Payment by the traveler with no advance but full reimbursement upon settlement of travel claim.

If orders are issued the registration fee/conference fee/tuition must be authorized.

b. Receipts are required to substantiate payment.

6. The following applies when settling your claim:

a. If travel orders are issued, the amount authorized must be indicated in the remarks block of the travel orders, as well as being reflected in the estimated cost block under "Other." This authorization is required to be accomplished prior to the training/conference, whenever orders are issued, regardless of the method of payment used.

b. Reimbursement claims for training/conference with orders will be submitted on a DD Form 1351-2 (EF), Travel Voucher or Subvoucher. Registration fees/conference fees/tuition must be claimed as a reimbursable expense, even if previously paid as an advance. If it had been advanced, the amount must be indicated in the block entitled "Prior Travel Payments or Advances Under These Orders."

c. Reimbursement claims for training/conference without orders will be submitted on a Standard Form (SF) 1164 (EF), Claim for Reimbursement for Expenditures on Official Business. While the SF 1164 is designed primarily for claiming mileage and has no specific block for indicating advances or claiming expenses other than mileage, registration fees/tuition must be itemized and shown as an advance, if paid.

d. If DFAS-KCC has made payment direct to the training/conference activity, a copy of the DD Form 1556 (EF), as well as a copy of the training solicitation, would accompany the travel claim form DD 1351-2 (EF) or SF 1164 (EF).

e. Receipts are required to substantiate all claims where payment is made by the traveler.

7. The following restrictions apply on reimbursement of registration and/or conference fees that include the cost of lodging and/or meals:

a. For those military members on temporary active duty or temporary duty at Quantico (away from their permanent duty station), reimbursement will be based upon the availability of government quarters and/or government mess endorsement made to their orders by the command.

ENCLOSURE (8)

(1) The members whose orders indicate mess and/or quarters are available at MCB will be reimbursed at the government mess available rate. Reimbursement of the actual lodging cost at a bachelor officer's or **enlisted** quarters is authorized under this endorsement; however, costs incurred at a civilian establishment or temporary quarters (i.e., a base hostess house) are not reimbursable.

(2) For those whose command endorsement states that government quarters and/or mess are not available, reimbursement for lodging and/or subsistence charges will be made per JFTR, Volume I.

b. For those military members permanently stationed at Quantico, no reimbursement can be made for lodging and subsistence costs included in a MCB registration and/or conference fee. There is no regulation--or authority to issue a regulation--providing for the payment of per diem related expenses (per diem includes costs for lodging, subsistence, and incidental expenses) at a military member's permanent duty station. Therefore, when receipts are provided for a registration/conference fee for a function at MCB, it is necessary that any amounts of that fee which are associated with meals and/or refreshments be so indicated. Such costs cannot be reimbursed.

c. For all DoD civilian personnel required to pay registration fees, reimbursement for such fees--to include charges for luncheons and banquets--will be made per JTR, Volume II.

ENCLOSURE (8)

CREDIT CARD PROCEDURES

1. General:

a. All personnel in military pay grades E-6 or above and civilians GS-9 or above (including wage grade equivalents) who are expected to travel on official temporary duty should apply for the AMEX government charge card. Personnel who have had their charge card revoked or suspended or who desire not to participate in the Charge Card Program will be considered card holders for travel advance purposes.

b. Card holders should use the AMEX card for travel expenses whenever practical (e.g., lodging, rental car, etc.)

c. If staying in commercial lodging, utilize the MCB Form 1320/1 (EF), Certificate of Exemption from State Tax on Occupancy of Hotel Room, enclosure 1, when paying the bill. The Government saves 6 to 12 percent of the hotel bill when the MCB Form 1320/1 (EF) is used because state tax is not included.

d. Card holders will normally use the AMEX card to obtain travel advances from ATM's. If the AMEX card cannot be used, the commander may approve a Finance Branch advance by stating "Finance Branch advance authorized" in the orders.

e. TADO's must contain an estimate and authorized travel advance amounts for AMEX card holders. If there is no "authorized advance" amount or it is left blank, the traveler will not be reimbursed ATM fees.

f. All card holders will be kept advised of the upcoming changes, travel advance policies, and the ATM guidelines. The ATM guidelines are provided in the American Express Charge Card Automated Teller Machine Procedures at enclosure (10).

g. Expanded use of **contract air**, contract rental cars, and government quarters is encouraged to offset the cost associated with the 2.75 percent ATM fee.

h. A contract between AMEX and the Federal Government allows AMEX to refer seriously delinquent accounts (a balance in excess of \$100 and is 120 days or more past due) to three national credit reporting bureaus. This will result in negative entries on individual credit reports. A first-time offender will receive a letter from AMEX which will provide for a 45-day grace period. Payment in full during this period will rectify the situation. Any subsequent delinquencies will be automatically reported.

ENCLOSURE (9)

i. While the Marine Corps is not required to collect past due credit card payments, commanders will periodically remind their personnel of their financial responsibilities as a Marine. In addition, the commander will take appropriate disciplinary action when delinquent accounts are identified by the local coordinator. The delinquency can result in card suspension or cancellation.

2. Finance Branch, Comptroller Division

a. Provide travel advances as necessary. Cash advances will only be made on an exception basis. An exception would be for the Finance Officer to advance payment to the traveler if TAD involves deployment, extended TAD, etc. In this instance, the use of the AMEX card would be inappropriate and the cash advance would preclude any delinquencies in payment by the cardholder.

b. Reimburse travelers for the ATM cash withdrawal fee in an amount not to exceed 2.75 percent of the travel advance amount authorized in the individual's travel orders. This reimbursement will be rounded up to accommodate ATM practices of issuing amounts only in certain denominations. The ATM withdrawal fees do not appear on ATM transaction slips, but will appear on the traveler's credit card statement. Therefore, documentation supporting the ATM fee reimbursable expense is not normally required. Reimbursement will be disallowed on amounts in excess of the authorized travel advance. Further, reimbursements will be denied on advances obtained more than 5 days prior to the travel date or after the last day of travel. When the ATM withdrawals exceed the authorized amount of the advance, and it is determined that the authorized travel advance amount was incorrect, reimbursement will be allowed if a statement is provided from the traveler explaining the circumstances (e.g., the rental car agency would not accept the credit card).

c. Reimburse travelers for the surcharge some financial institutions place on ATM transactions. This surcharge is normally one dollar or less. Documentation supporting this additional ATM fee is not required.

d. Reimburse personnel for the 2.75 percent ATM transaction fee when an individual's travel orders are cancelled prior to departure but after drawing an authorized ATM advance. Reimbursement will be claimed on a Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business, supported by original orders.

3. Activity Heads

a. Provide eligible personnel with an application for enrollment in the AMEX Government Travel Charge Card Program.

12 Aug 98

b. Ensure that personnel are fully indoctrinated on the rules and regulations that govern the acquisition of cash advances prior to submission of applications.

c. Provide commanders and travelers with information concerning the Charge Card Program and disseminate updated information as necessary.

d. Distribute guidelines for use of the ATM to government travelers.

e. Direct government travelers to present the MCB Form 1320/1 (EF) to the hotel or motel when paying the bill.

4. Government Travel Charge Card Holders

a. Use the government charge card for official travel only.

b. Present the MCB Form 1320/1 (EF) to the hotel or motel when paying the bill.

c. Limit ATM cash withdrawals to the amount authorized in the travel orders (meals and incidental expenses plus other authorized miscellaneous reimbursable expenses); round up as required by the ATM. ATM cash withdrawals are normally limited to \$600 per 30-day billing cycle. If needing more than \$600, contact AMEX Customer Service to request a one-time increase (up to \$1,000 per 7-day period and \$4,000 per billing cycle). If ongoing, recurring requirements necessitate an increase in the ATM ceiling, contact the unit Agency Program Coordinator who will, in turn, coordinate with AMEX to increase the limit. Lesser amounts can be established by annotating the charge card application with the desired amount. (See enclosure (10) for appropriate telephone numbers.)

d. Do not obtain a travel advance more than 5 days prior to the travel date and no later than the last day of official travel.

e. If being deployed, sent on an extended TAD, etc., contact the Finance Officer to get a cash advance instead of using the AMEX card. This will prevent the AMEX account from becoming delinquent, resulting in card suspension or cancellation; disciplinary action; and negative credit entries.

f. Pay all proper charges on the monthly billing statement in a timely manner. The AMEX billing cycle cutoff is on or about the 17th of each month. Full payment of charges appearing on the charge card monthly billing statement is required upon receipt. An account is delinquent when the total payment due is not paid prior to receipt of the next monthly billing statement. If circumstances beyond the traveler's control cause the delinquency, contact the unit Agency Program Coordinator. This should be done by the 60-day point when such circumstances cause late payments.

ENCLOSURE (9)

AMERICAN EXPRESS CHARGE CARD
AUTOMATED TELLER MACHINE (ATM) PROCEDURES

1. The following guidelines apply to the Navy and Marine Corps implementation of the Automated Teller Machine (ATM) procedures for issuing travel advances.

a. Eligibility. Personnel, GS-9/E-6 and above, and wage grade equivalents should apply for an American Express (AMEX) Card and Personal ID Number (PIN). Also, with the CO's or director's approval, personnel below the required grade levels may apply.

b. Responsibilities

(1) Activity Coordinator (Activity Heads). Provide application forms to personnel for enrollment in the AMEX program and for obtaining PIN's. Ensure that the enrollment applications are correct before submission to AMEX.

(2) Personnel. Forward completed card and/or ATM application to the AMEX activity coordinator. The PIN will be sent directly to the billing address and is operational upon receipt. The AMEX ATM mechanism is to be used only for official travel. ATM withdrawals are limited to authorized advance amounts (meals and incidental expenses plus other authorized reimbursable expenses), rounded up as required by the ATM. Do not obtain a travel advance more than 5 days before travel or after the last day of travel. The entire AMEX card balance is due upon receipt of billing statement. The ATM privilege will be suspended if the card balance is in a 60 days past due category.

c. ATM Procedures. The following are ATM procedures for obtaining cash advances:

(1) Insert the card in an ATM that accepts the AMEX Card. There are currently over 69,000 worldwide locations. The AMEX activity coordinators can provide a list of ATM networks that accept AMEX Cards.

(2) Enter your PIN.

(3) Enter "any key."

(4) Enter the dollar amount requested (round amount needed as required by the ATM).

(5) Receive cash and ATM transaction receipt. There is a 2.75 percent AMEX fee which is a reimbursable item on the travel voucher. The 2.75 percent is reflected on the AMEX statement, not the ATM receipt, but the ATM receipt will be used by the traveler to

ENCLOSURE (10)

MCBO 1320.2A
12 Aug 98

compute the allowable reimbursement. The traveler should indicate the amount claimed for the fee on the travel claim as a reimbursable expense.

(6) AMEX ATM daily and weekly dollar limitations will appear on "PIN Mailer" that is sent to the card holder.

(7) AMEX provides the following telephone numbers for assistance:

- (a) ATM locator service 1-800-CASH-NOW.
- (b) Billing questions 1-800-492-4922.
- (c) ATM **locator** service overseas (904) 565-7895.
- (d) Billing questions overseas (602) 492-4922.
- (e) ATM card increases 1-800-492-4922.

d. Cancellation of Orders. If travel orders are canceled before departing, but after drawing an ATM advance, the 2.75 percent ATM fee is reimbursable. In this situation, a Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business, shall be used to reimburse the member. The claim should be supported by the original orders.

e. Miscellaneous

(1) If the card is lost or stolen, notify AMEX immediately. In the continental U.S. call 1-800-492-4922 and overseas call collect (602) 492-4922.

(2) Do not write the PIN on the card. It could be used by someone to obtain cash if the card is lost or stolen.

(3) Travelers who forget their PIN can notify **AMEX** at 1-800-CASH-NOW and a new PIN will be issued and mailed to the billing address.

2. Questions concerning this guidance should be forwarded to Headquarters Marine Corps (CMC/RF), Washington, DC. 20380. Telephone inquiries may be directed to DSN 224-4981/4982 or commercial (703) 614-4981/4982.

ENCLOSURE (10)

TAD CHECK LIST

DD FORM 1351-2

1. Last name, First name, and SSN must coincide with your original orders.
2. Prior travel pmts/adv block complete.
3. Itinerary is complete; dates, times, and places coincide with orders and endorsements.
4. All miscellaneous expenses are claimed in Block 16.
5. Show number of bags.
6. Block 19 completed (if member received GTR).
7. Indicate owner/operator or passenger in Block 18.
8. Block 21 signed and dated.

ORDERS

1. Two (2) copies of orders attached.
2. Were you authorized to vary itinerary?
3. Appropriation data is correct and complete.
4. Standard Document Number included.
5. Detachment Report endorsement(s) from TAD site(s).
6. Statement of availability/nonavailability of government quarters and mess and confirmation number.
7. Field duty/Ship duty endorsements from TAD site.
8. Rental car, Conference, or Registration fee authorized in orders.
9. **PEN CHANGES ARE NOT ALLOWED ON DATES AND TIMES ONLY.**

SUBSTANTIATING DOCUMENTS

1. Commercial plane tickets, if applicable.
2. GTR endorsement.
3. Unused tickets returned to TMO.
4. DD Form 1351-3, Statement of Actual Expenses.
5. Lodging receipt or MCB Form 7200/5, Lodging Statement in Lieu of Receipts.
6. Two (2) copies of all orders, endorsements, and receipts are included and are legible.

STANDARD FORM (SF) 1164

1. Top of form completed to include the UNIT ADDRESS.
2. Number of miles converted to dollars and cents.
3. No errors in Block 7 (amount claimed.)
4. Block 9 signed and dated (This office must have a copy of the delegation of authority on file.)
5. Block 10 signed and dated.
6. Appropriation data is correct and complete.
7. **ALL ADDITIONAL EXPENSES MUST BE PLACED ON THE BACK OF THE ORIGINAL FORM AND ALL COPIES.**

BASIC TRAVEL ENTITLEMENTS FOR TEMPORARY ADDITIONAL DUTY

1. Lodgings Plus Per Diem System

a. All military and civilian employees who travel under competent TAD orders are reimbursed under the Lodgings Plus Per Diem System. This system allows for reimbursement of the traveler's incurred lodging costs in commercial or government establishments (up to a ceiling amount) and a flat daily rate allowance for meals and incidental expenses. Specific rates applicable to a particular locale are found in JTR, Volume II and JFTR, Volume I.

b. Lodgings plus per diem is paid based upon the availability/nonavailability of government quarters and messing endorsement received by the traveler at the TAD point. Exceptions are those persons whose orders state "Utilization of government quarters and messing is not required, as such would adversely affect the performance of the assigned mission."

c. To be reimbursed under the lodgings plus per diem system, the following must be submitted to the Travel Section, Finance Branch, Comptroller Division:

(1) Two copies of all orders and endorsements pertaining to the TAD trip.

(2) Completed travel voucher DD Form **1351-2** (EF), Travel Voucher or Subvoucher.

(3) Original and one copy of all receipts for:

(a) Lodging, regardless of cost.

(b) All miscellaneous expenses, if \$75 or more.

(c) Rental car, regardless of cost.

2. Transportation Allowances

a. When government transportation or government procured transportation is utilized, the traveler may be reimbursed for:

(1) Limousine or taxi between carrier terminal and lodging or home.

(2) Private auto round trip to/from carrier terminal and home or work. When private auto is utilized to carrier terminal, fees for overnight parking at the terminal are reimbursable. This allowance is paid only to the owner/operator of the vehicle utilized.

ENCLOSURE (12)

(3) The traveler must be authorized use of taxi to procure meals.

b. When private auto is authorized to/from TAD point, the authorized per mile rate will be paid.

c. When private auto is authorized to be driven at the TAD site, reimbursement of the authorized per mile rate will apply for:

(1) One round trip per day between place of lodging and business.

(2) Not more than three round trips per day between place of business or lodging and the place where meals are procured, with any round trip in excess of one round trip subject to approval by order-issuing official.

(3) Maximum of 30 miles per round trip.

d. To claim reimbursement for authorized mileage in and around the TAD site, the traveler must complete MCB Form 7200/8 (EF), Official In and Around Mileage at TAD Sites, enclosure (13). In completing the claim, the traveler must certify that government transportation was not available.

e. The entitlements covered in paragraph 2b and 2c above are paid only to the owner/operator of the vehicle utilized.

3. Endorsements

a. "Nonreporting" orders do not eliminate the requirement to obtain certification of nonavailability of quarters and messing, if required.

b. "Reporting" orders require that the traveler get a reporting/detaching endorsement from the TAD site.

4. Miscellaneous Reimbursable Expenses Commonly Encountered

a. Registration/conference fees are reimbursable when authorized in orders. If such a fee is claimed, the member must make a statement regarding those meals and/or lodging provided/included in the cost of the registration/conference fee (number and type).

b. Official long distance phone calls are reimbursable when authorized in orders and the appropriate block (#20) is certified by competent authority on the DD Form 1351-2 (EF).

c. Official local telephone calls are reimbursable when itemized.

ENCLOSURE (12)

d. Tips to skycaps and porters (never bellboys) for personal bags. Show date and number of bags in block #16 of DD Form 1351-2 (EF) (military travelers only).

e. Tips to skycaps and bellboys for government property. Show date and number of bags. Hotel must have a charge for handling government property--it is not voluntary.

f. Cost of travelers checks and currency conversion, Show all exchange rates on travel vouchers.

5. Rental Car

a. Collision damage waivers and personal accident insurance are not reimbursable except overseas.

b. Gasoline, tolls, and parking fees are reimbursable.

TRANSPORTATION BETWEEN PLACE OF LODGING AND PLACE OF BUSINESS

I.

hereby request payment for the use of my privately owned conveyance in connection with the travel indicated below.

I certify that I was the member defraying the cost of operating the privately owned conveyance. This request is submitted per JFTR, Vol I, para. U3510.A, that government transportation was not available or not suitable.

PLACE OF LODGING (Complete Address)

PLACE OF BUSINESS (Complete Address)

DATES OF TRAVEL (Listed Daily),

Mileage to/from Place
of Lodging to Place of
Business (Round Trip)

Mileage to/from Place
Business to Place Where
Meals are Obtained (Round Trip)

Total
Miles

Total Miles Claimed:

Total Miles Allowed:

(Travel Section Use)

Monetary Amount:

(Travel Section Use)

(Signature)

(SSN)

(Date)

PREVIOUS EDITIONS ARE OBSOLETE

MESSHALLS ABOARD MCB, QUANTICO

MESSHALLS

Headquarters and Service Battalion
Bruce Hall, Bldg. #2000
Telephone 640-0965

<u>Meals Served</u>	<u>Hours of Operation</u>
Breakfast	0500-0730
Breakfast Brunch	0900-1130
Lunch	1100-1300
Dinner Brunch	1530-1730
Dinner	1600-1800
Weekends and Holidays:	
Breakfast Brunch	0900-1130
Dinner Brunch	1500-1730

Officer Candidates School
Bobo Hall, Bldg. #5000
Telephone 640-6944

Breakfast	0530-0700
Breakfast Brunch	0800-1000
Lunch	1100-1300
Dinner Brunch	1500-1700
Dinner	1600-1800

Summer Schedule

Breakfast	0530-0830
Breakfast Brunch	0800-1000
Lunch	1130-1400
Dinner Brunch	1630-1830
Dinner	1730-2000

The Basic School
Maxam Hall, Bldg. #24002
Telephone 640-6414

Breakfast	0530-0700
Breakfast Brunch	1000-1200
Lunch	1030-1230
Dinner Brunch	1600-1700
Dinner	1600-1800

MCBO 1320.2A
12 Aug 98

The Basic School (Officer)
Bldg. #24165
Telephone 640-6950

<u>Meals Served</u>	<u>Hours of Operation</u>
Breakfast	0530-0700
Breakfast Brunch	0930-1200
Lunch	1100-1300
Dinner Brunch	1700-1900
Dinner	1700-1900
Dinner (Friday)	1630-1800

Marine Corps Air Facility
Bldg. #2109
Telephone 4-2204

<u>Meals Served</u>	<u>Hours of Operation</u>
Breakfast	0600-0730
Lunch	1100-1230
Dinner	1600-1730
Weekends and Holidays:	
Breakfast Brunch	1000-1130
Dinner Brunch	1500-1700

Weapons Training Battalion
Bldg. #27219
Telephone 4-5246

<u>Meals Served</u>	<u>Hours of Operation</u>
Breakfast	0530-0645
Lunch	1100-1230
Dinner	1630-1730
Weekends and Holidays:	
Breakfast Brunch	0900-1100
Dinner Brunch	1500-1600

MCBO 1320.2A
12 Aug 98

The Brig
Bldg. #3247
Telephone 4-2718

Meals Served

Hours of Operation

Breakfast

0600-0700

Lunch

1100-1200

Dinner

1600-1700

Weekends and Holidays:

Breakfast Brunch

0900-1000

Dinner Brunch

1600-1700

ENCLOSURE (15)